#### **AUDITING PROCEDURES REPORT**

ssued under P.A. 2 of 1968, as amended. Filing is mandatory.  Local Government Type:		Local Government Name:			County		
City Township Village	Other	Calhoun County Medical (	Care Facilit	ty	Calhou		
Audit Date December 31, 2005	Opinion Da January 25			Date Accountant R February 9,	eport Submit		
Ne have audited the financial statements with the Statements of the Governmenta Counties and Local Units of Government  Ne affirm that:  1. We have complied with the Bulletin for	l Accountin in Michigar	g Standards Board (GASB by the Michigan Departme	) and the ( ent of Treas	Jniform Reporting a sury.			
We have complied with the bulletin it.  We are certified public accountants reversely the further affirm the following. "Yes" resumd recommendations.	egistered to	practice in Michigan.			e notes, or in t	he report of co	ommer
yes no 2. There are accumuly yes no 3. There are instance order issued under instance order issued under issued unit hold [MCL 129.91] or Figure yes no 6. The local unit has (normal costs) in normal cost required yes no 8. The local unit use	nt units/funulated defici- es of non-co- violated the er the Emer ds deposits/ P.A. 55 of 1 is been deliniviolated the current rement, no s credit car	ow: ds/agencies of the local units in one or more of this units ompliance with the Uniformer conditions of either an order gency Municipal Loan Act. Vinvestments which do not of 982, as amended [MCL 38. Equent in distributing tax reverses Constitutional requirement year. If the plan is more to contributions are due (paid ds and has not adopted an ed an investment policy as reserved.	's unreserver Accounting a Accounting in Accounting in State of Accounting in Accounting with 1132]) In the Account of Acticle 9, when 100% during the applicable	yed fund balances/r ng and Budgeting A nder the Municipal F n statutory requirem t were collected for Section 24) to fund funded and the ov year). policy as required	etained earning ct (P.A. 2 of finance Act or ents. (P.A. 20 another taxing current year earfunding creeps P.A. 266 of the control of the cont	ngs (P.A. 275 1968, as ame its requireme of 1943, as a g unit. arned pension dits are more	nded). ents, or a amende n benef
We have enclosed the following:				Enclosed	To Be Forwarde		lot uired
The letter of comments and recommendate	ations.						$\boxtimes$
Reports on individual federal assistance	programs (	program audits).					$\boxtimes$
Single Audit Reports (ASLGU).							$\leq$
Certified Public Accountant (Firm Name)	: PL	ANTE & MORA	N, PL	.LC			
Street Address 750 Trade Centre Way, Suite 300			ity Portage		State MI	ZIP 49002	
Accountant Signature		•			•		
Plante & Moran, A	277 C						

Financial Report
with Additional Information
December 31, 2005

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Suite 300 750 Trade Centre Way Portage, MI 49002 Tel: 269.567.4500 Fax: 269.567.4501 plantemoran.com

#### Independent Auditor's Report

Calhoun County Department of Human Services Board Calhoun County Medical Care Facility

We have audited the accompanying balance sheet of Calhoun County Medical Care Facility (a component unit of Calhoun County) as of December 31, 2005 and 2004 and the related statements of revenues, expenses, and changes in net assets and cash flows for the years then ended. These financial statements are the responsibility of the Facility's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Calhoun County Medical Care Facility at December 31, 2005 and 2004 and the results of its operations and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

The accompanying financial statements do not present a management's discussion and analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

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Plante & Moran, PLLC

January 25, 2006



# **Balance Sheet**

	December 31, 2005		•	
Assets				
Current Assets				
Cash and cash equivalents (Note 2)	\$	2,012,503	\$	1,805,439
Residents accounts receivable (Note 3)		813,290		812,206
Taxes receivable (Note 4)		706,574		700,323
Other current assets		136,794	_	137,325
Total current assets		3,669,161		3,455,293
Assets Limited as to Use (Note 2)		5,907,494		4,878,253
Property and Equipment (Note 5)		2,347,488		2,324,255
Total assets	<u>\$</u>	11,924,143	<u>\$</u>	10,657,801
Liabilities and Net Assets				
Current Liabilities				
Accounts payable	\$	221,378	\$	134,704
Due to County (Note 6)		116,667		103,334
Accrued liabilities and other:				
Accrued compensation and related liabilities		261,272		251,917
Accrued compensated absences		285,903		303,810
Deferred revenue - Proportionate share program (Note 1)		_		35,730
Deferred taxes (Note 4)		761,898		751,627
Resident deposits and advances (Note 1)		9,269		11,512
Other accrued liabilities		422,799		273,040
Total current liabilities		2,079,186		1,865,674
Net Assets				
Invested in capital assets - Net of related debt		2,347,488		2,324,255
Donor restricted for specific operating activities		52,387		42,558
Unrestricted		7,445,082	_	6,425,314
Total net assets	_	9,844,957		8,792,127
Total liabilities and net assets	\$	11,924,143	\$	10,657,801

# Statement of Revenue, Expenses, and Changes in Net Assets

	Year Ended December 31			
	2005			2004
Operating Revenue				
Net service revenue	\$	8,906,789	\$	8,883,836
Other operating revenue		196,631		120,733
Proportionate share reimbursement		216,694		256,404
Total operating revenue		9,320,114		9,260,973
Operating Expenses				
Salaries		5,512,590		5,514,884
Other expenses		3,670,430		3,648,248
Total operating expenses		9,183,020		9,163,132
Operating Income		137,094		97,841
Other Income				
Interest income		203,646		76,522
Tax revenue		880,423		786,221
Total other income		1,084,069		862,743
Excess of Revenue Over Expenses		1,221,163		960,584
Contribution to Other County Funds		(168,333)		(155,000)
Increase in Net Assets		1,052,830		805,584
Net Assets - Beginning of year		8,792,127		7,986,543
Net Assets - End of year	\$	9,844,957	\$	8,792,127

## **Statement of Cash Flows**

	Year Ended				
	D	ecember 31, 2005	D	ecember 31, 2004	
Cook Flows from Onewating Activities				2001	
Cash Flows from Operating Activities  Cash received from residents and third-party payors	\$	8,905,705	\$	8,862,635	
Cash paid to employees and suppliers		(8,608,219)	•	(8,745,277)	
Cash received from Proportionate Share Program		191,235		219,832	
Other operating receipts		196,631		120,733	
Net cash provided by operating activities		685,352		457,923	
Cash Flows from Noncapital Financing Activities - Property taxes		880,423		794,019	
Cash Flows from Investing Activities					
Interest received		203,646		67,892	
Patient trust deposits - Net		(2,243)		62	
Net cash provided by investing activities		201,403		67,954	
Cash Flows from Capital Financing Activities					
Purchase of property and equipment		(362,540)		(86,640)	
Contributions to other County Funds		(168,333)		(155,000)	
Net cash used in capital financing activities		(530,873)		(241,640)	
Net Increase in Cash and Cash Equivalents		1,236,305		1,078,256	
Cash and Cash Equivalents - Beginning of year		6,683,692		5,605,436	
Cash and Cash Equivalents - End of year	\$	7,919,997	\$	6,683,692	
Balance Sheet Classification of Cash and Cash Equivalents					
Current assets	\$	2,012,503	\$	1,805,439	
Assets limited as to use		5,907,494		4,878,253	
Total cash and cash equivalents	\$	7,919,997	\$	6,683,692	
Reconciliation of Operating Income to Net Cash from Operating					
Activities	φ.	127.004	Φ.	07.041	
Operating income Adjustments to reconcile operating income to net cash from	\$	137,094	\$	97,841	
operating activities:					
Depreciation		339,307		368,759	
Provision for bad debts		8,588		50,000	
Changes in assets and liabilities:		0,500		30,000	
Resident accounts receivable		(9,672)		(130,213)	
Other current assets		(5,720)		9,012	
Accounts payable		86,674		7,767	
Other accrued expenses		141,207		91,329	
Deferred revenue		(25,459)		(36,572)	
Due to County		13,333			
Net cash provided by operating activities	\$	685,352	\$	457,923	

There were no significant noncash activities in 2005 or 2004.

## Notes to Financial Statements December 31, 2005 and 2004

#### Note I - Nature of Business and Significant Accounting Policies

Calhoun County Medical Care Facility (the "Facility"), a component unit of Calhoun County, is a 120-bed, long-term care facility owned and operated by Calhoun County (the "County"). It is governed by the Calhoun County Department of Human Services Board. This board consists of three members, two of whom are appointed by the County Board of Commissioners and one appointed by the Michigan governor. Further, the County Board of Commissioners approves the Facility's revenue and expenses as a line item in the County budget.

The accounting policies of the Facility conform to accounting principles generally accepted in the United States of America as applicable to local governmental units. Because the Facility provides a service to citizens that is financed primarily by a user charge, the Facility uses Enterprise Fund accounting. Revenues and expenses are recognized on the accrual basis using the economic resources measurement focus.

**Enterprise Fund Accounting** - The Facility uses Enterprise Fund accounting. Revenues and expenses are recognized on the accrual basis using the economic resources measurement focus. Based on Governmental Accounting Standards Board (GASB) Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting, as amended, the Facility has elected not to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board (FASB), including those issued after November 30, 1989, that do not conflict with or contradict GASB pronouncements.

Basis for Presentation - The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, issued in June 1999. The Facility follows the "business-type" activities reporting requirements of GASB Statement No. 34, which provides a comprehensive look at the Facility's financial activities.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents** - Cash and cash equivalents include certain investments in highly liquid debt instruments with original maturities of three months or less.

## Notes to Financial Statements December 31, 2005 and 2004

# Note I - Nature of Business and Significant Accounting Policies (Continued)

Assets Limited as to Use - Assets limited as to use primarily include assets set aside by the Calhoun County Department of Human Services Board for future capital improvement, over which the board retains control, and may, at its discretion, subsequently use for other purposes, as well as assets temporarily restricted by donors for future capital improvements, resident and client services, and scholarships.

**Property and Equipment** - Property and equipment amounts are recorded at cost. Depreciation is computed principally on the straight-line basis over the estimated useful lives of the assets. Interest cost incurred on borrowed funds during the period of construction of capital assets is capitalized as a component of the cost of acquiring those assets. Costs of maintenance and repairs are charged to expense when incurred.

**Compensated Absences** - Compensated absences are charged to operations when earned. Unused benefits are recorded as a current liability in the financial statements.

**Resident Funds** - The Facility maintains various bank accounts for deposits and disbursements for the residents' personal expenses. These funds are assets of the residents.

**Maintenance of Effort** - Maintenance of Effort (M.O.E.) is a County obligation to the State of Michigan. Every month, the County receives a bill from the State of Michigan for each Medicaid resident day approved by the State during that month. M.O.E. is being paid by the Facility and is recorded in operating expenses. M.O.E. expense amounted to \$43,204 and \$44,624 for the years ended December 31, 2005 and 2004, respectively.

**Proportionate Share Reimbursement Program** - During the years ended December 31, 2005 and 2004, the Facility participated in this program sponsored by the State of Michigan.

In 2005, this program was discontinued by the State. The Facility received one payment in June 2005. The transaction was recorded into revenue in relation to the State fiscal year ended September 30, 2005.

In 2004, two transactions were completed. The first transaction was in June and was recorded in revenue in relation to the State fiscal year ended September 30, 2004. The second transaction in October was for the State fiscal year ended September 30, 2005 and therefore was recognized one quarter in revenue and three quarters in deferred revenue. The first transaction included an amount equal to approximately 3 percent of the annual Medicaid reimbursement in lieu of the normal administrative adjustment or inflation factor.

## Notes to Financial Statements December 31, 2005 and 2004

# Note I - Nature of Business and Significant Accounting Policies (Continued)

**Service Revenue** - The Facility's principal activity is operating a long-term health care facility for the elderly. Revenue is derived from participation in Medicaid and Medicare programs, as well as from private pay residents. Amounts earned under the Medicaid and Medicare programs are subject to review and audit by the third-party payors, and make up a significant portion of revenue earned during each year, as follows:

	2005	2004	
Percent of revenue:			
Medicaid	78 %	78 %	
Medicare	9 %	7 %	

The payment methodology related to these programs is based on cost and clinical assessments that are subject to review and final approval by Medicaid and Medicare. Any adjustment that is a result of this final review and approval will be recorded in the period in which the adjustment is made. In the opinion of management, adequate provision has been made for any adjustments that may result from such third-party review.

Services rendered to Medicare program beneficiaries are paid at prospectively determined rates based upon clinical assessments completed by the Facility that are subject to review and final approval by Medicare.

Medicaid reimburses the Facility for resident routine service costs, on a per diem basis, prospectively determined.

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Management believes they are in compliance with all applicable laws and regulations and is not aware of any pending or threatened investigations involving allegations of potential wrongdoings. While no such regulatory inquiries have been made, compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties, and exclusion from the Medicare and Medicaid programs.

**Operating Revenues and Expenses** - The Facility's statement of revenue, expenses, and changes in net assets distinguishes between operating and nonoperating revenues and expenses. Operating revenues result from exchange transactions associated with providing health care services - the Facility's principal activity. Operating expenses are all expenses incurred to provide health care services, other than financing costs. Nonexchange revenues, including taxes, interest, grants, and contributions received for purposes other than capital asset acquisition, are reported as nonoperating revenues. Interest expense is reported as a nonoperating expense.

## Notes to Financial Statements December 31, 2005 and 2004

# Note I - Nature of Business and Significant Accounting Policies (Continued)

**Net Assets** - Net assets of the Facility are classified into three components. Net assets invested in capital assets net of related debt consist of capital assets net of accumulated depreciation and reduced by the current balance of any outstanding borrowings used to finance the purchase or construction of those assets. Net assets restricted by donor for specific operating activities consist of noncapital net assets that must be used for a particular purpose, as specified by contributors external to the Facility. Unrestricted net assets are remaining net assets that do not meet the definition of invested in capital assets net of related debt or restricted.

#### **Note 2 - Deposits and Investments**

The Facility's deposits and investments are composed of the following:

	20	005	2004			
	Cash and	Cash and Assets		Assets		
	Cash	Limited as to	Cash	Limited as to		
	<b>Equivalents</b>	Equivalents Use		Use		
Deposits:						
County Treasurer	\$ 1,997,676	\$ 5,907,494	\$ 1,748,529	\$ 4,878,253		
Bank	13,977	-	56,060	-		
Petty cash	850		850			
Total	\$ 2,012,503	\$ 5,907,494	\$ 1,805,439	\$ 4,878,253		

**Cash - County Treasurer** - These funds were under the control of the County Treasurer, who deposited these funds with a bank.

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrument of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Facility's deposits and investments are subject to several types of risks including custodial credit risk of bank deposits and investments, interest rate risk, credit risk, and concentration of credit risk. It is impractical to determine the amount of risk associated with the Facility's funds as these funds are only a portion of the total County deposits.

## Notes to Financial Statements December 31, 2005 and 2004

#### **Note 3 - Resident Accounts Receivable**

The details of resident accounts receivable are set forth below:

	2005		2004	
Resident accounts receivable	\$	961,116	\$	902,527
Uncollectible accounts		(80,000)		(80,000)
Medicaid payment advances		(67,826)		(10,321)
Net resident accounts receivable	<u>\$</u>	813,290	\$	812,206

The Facility provides services without collateral to its residents, most of whom are local residents and insured under third-party payor agreements. The mix of receivables from residents and third-party payors is as follows:

	2005	2004
Medicare	25 %	15 %
Medicaid	47 %	50 %
Other payors	<u>28 %</u>	35 %
Total	100 %	100 %

#### **Note 4 - Taxes Receivable/Deferred Tax Revenue**

Taxes are levied on December I and payable by February I5. The cities and townships within the County bill and collect the property taxes for the County. County property tax revenue is recognized when levied to the extent that it results in current receivables within the year budgeted by the board to provide resources for financing budgeted expenditures. Deferred property taxes are amounts levied at December I of the current year, but applied to future operations. The County Medical Care Facility has voter approval to levy annually (December I, 2003 through December I, 2007) \$.2482 per \$1,000 of assessed valuation for the purpose of general operation of the Facility.

## Notes to Financial Statements December 31, 2005 and 2004

#### **Note 5 - Property and Equipment**

Cost of property and equipment and related depreciable lives for December 31, 2005 are summarized below:

	2004	Additions	Transfers	Retirements	2005	Depreciable Life - Years
Land and land improvements Building Equipment	\$ 116,596 6,263,060 1,798,897	\$ - 272,158 90,382	\$ - - -	\$ - (17,065) -	\$ 116,596 6,518,153 1,889,279	5-20 10-40
Total Less accumulated depreciation:	8,178,553	362,540	-	(17,065)	8,524,028	
Land and land improvements	72,873	8,157	_	-	81,030	
Building	4,203,030	201,338	-	(17,065)	4,387,303	
Equipment	1,578,395	129,812			1,708,207	
Total	5,854,298	339,307		(17,065)	6,176,540	
Net carrying amount	\$ 2,324,255	\$ 23,233	\$ -	\$ -	\$ 2,347,488	

Cost of capital assets and related depreciable lives for December 31, 2004 are summarized below:

	2003	Additions	Transfers	Retirements	2004	Depreciable Life - Years
Land and land improvements	\$ 96,071	\$ 20,525	\$ -	\$ -	\$ 116,596	5-20
Building	6,213,781	49,279	-	-	6,263,060	10-40
Equipment	1,812,761	16,836		(30,700)	1,798,897	5-10
Total	8,122,613	86,640	-	(30,700)	8,178,553	
Less accumulated depreciation:						
Land and land improvements	66,152	6,721	-	-	72,873	
Building	4,001,355	201,675	-	-	4,203,030	
Equipment	1,448,732	160,363	_	(30,700)	1,578,395	
Total	5,516,239	368,759		(30,700)	5,854,298	
Net carrying amount	\$ 2,606,374	\$ (282,119)	\$ -	\$ -	\$ 2,324,255	

### **Note 6 - Related Party Transactions**

As discussed in Note I, the Facility is a component unit of Calhoun County. To finance a renovation project of the Facility, the County issued bonds in 1992 totaling \$1,550,000. To assist with repayment, the Facility has recorded contributions to the County of \$168,333 and \$155,000 for the years ended December 31, 2005 and 2004, respectively. At December 31, 2005 and 2004, the accrued liability to the County was \$116,667 and \$103,334, respectively.

## Notes to Financial Statements December 31, 2005 and 2004

#### **Note 7 - Risk Management**

The Facility is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Facility has purchased commercial insurance for property, malpractice, workers' compensation, directors' and officers' liability, and employee health claims. The Facility is self-insured for unemployment claims.

#### **Note 8 - Defined Contribution Retirement Plan**

The Facility provides pension benefits to employees who have worked an initial probationary period of 90 to 120 days and have a total of 1,000 hours worked (500 hours for employees of the Facility for more than one year) through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. As established by Calhoun County, for the year ended December 31, 2005, the Facility contributed \$1.00 for each \$1.00 of voluntary contribution made by the employee up to a maximum of 5 percent of the employee's gross wages. In accordance with these requirements, the Facility contributed \$104,411 and \$109,348, and the employees contributed \$173,026 and \$171,419 for the years ended December 31, 2005 and 2004, respectively.

## **Note 9 - Endowment Funds Held by Third Parties**

The Facility is the beneficiary of a trust, which is maintained by an outside trustee, the Battle Creek Community Foundation. Income from the trust, which consists substantially of interest and dividends, is to be used for operations. The balance of the trust, which is not accounted for in the Facility's records, is \$278,813 and \$268,663 at December 31, 2005 and 2004, respectively. Income received by the Facility from the trust was \$14,530 and \$17,900 during the years ended December 31, 2005 and 2004, respectively.

# **Additional Information**





Suite 300 750 Trade Centre Way Portage, MI 49002 Tel: 269,567,4500 Fax: 269,567,4501 plantemoran.com

Calhoun County Department of Human Services Board Calhoun County Medical Care Facility

We have audited the financial statements of Calhoun County Medical Care Facility as of December 31, 2005 and 2004. Our audits were made for the purpose of forming an opinion on the financial statements taken as a whole. The schedules of net service revenue and operating expenses are presented for the purpose of additional analysis and are not a required part of the basic financial statements. The information has been subjected to the procedures applied in the audits of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

Plante + Moran, PLLC

January 25, 2006



# **Schedule of Net Service Revenue**

	Year Ended December 31			
	2005	2004		
Skilled nursing services:				
Daily net room revenue:				
Medicaid	\$ 6,143,400	\$ 6,145,020		
Medicare	695,700	536,940		
Private pay and other	977,040	1,181,507		
Total daily net room revenue	7,816,140	7,863,467		
Ancillary revenue:				
Pharmacy	103,646	95,365		
Therapy services	683,510	573,210		
Other ancillary services	81,870	53,865		
Total skilled nursing services revenue	8,685,166	8,585,907		
Revenue deductions:				
Provision for contractual discounts	(598,853)	(385,269)		
Bad debt expense	(8,588)	(50,000)		
Total revenue deductions	(607,441)	(435,269)		
Other service revenue	829,064	733,198		
Net service revenue	\$ 8,906,789	\$ 8,883,836		

# **Schedule of Operating Expenses**

Year	Ended	December	31
i cai	LIIUEU	December	. J

		2005			2004
	Salaries	Other	Total		Total
Fringe benefits	\$ -	\$ 1,457,718	\$ 1,457,718	\$	1,512,631
Administration	495,201	291,463	786,664		776,320
Plant operations	188,690	126,916	315,606		330,395
Utilities	_	179,617	179,617		148,768
Laundry	59,735	192,972	252,707		293,532
Housekeeping	267,725	96,142	363,867		346,189
Dietary	533,254	302,177	835,431		837,130
Medical records	127,859	23,495	151,354		141,389
Social services	111,676	1,778	113,454		94,056
Diversional therapy	255,275	25,605	280,880		267,022
Other ancillary services	-	39,858	39,858		34,319
Therapy services	385,637	38,689	424,326		384,975
Pharmacy	-	118,470	118,470		100,945
Nursing	2,542,655	295,586	2,838,241		2,858,564
Other services	544,883	97,434	642,317		623,514
Depreciation and amortization	_	339,306	339,306		368,759
Maintenance of effort		43,204	43,204	_	44,624
2005 totals	\$ 5,512,590	\$ 3,670,430	\$ 9,183,020		
2004 totals	\$ 5,514,884	\$ 3,648,248		\$	9,163,132